

Feedback

Note: This document addresses Moodle™ version 1.8. Other versions may require modifications to some instructions mentioned herein.

Setting Up or Editing a Feedback Form

1. In the editing mode of your course, click the pull-down menu of **Add an Activity**. Select **Feedback**.
2. Select a title for your feedback and type it in **Name**.
3. Enter directions for the feedback in the **Description**.
4. Use the **Open and Close Feedback at**, if want a set time period for submission.



The screenshot shows the Moodle Feedback form configuration interface. It includes the following elements:

- Open the feedback at:** A date/time picker set to 28 December 2007 at 16:25. A help icon (?) is to the right.
- Close the feedback at:** A date/time picker set to 28 December 2007 at 16:25. A help icon (?) is to the right.
- Record User Names:** Two radio buttons. The first, labeled "Anonymous", is selected. The second is labeled "User's Names Will Be Logged and Shown With Answers".
- Show analysis to students:** A dropdown menu currently set to "No".
- Send E-Mail Notifications:** A dropdown menu currently set to "No" with a help icon (?) to its right.
- Multiple submit:** A section with a title "Multiple submit" and a description: "For anonymous polls allow unlimited answers for every user. For polls where user name is logged allow users to resubmit their answers." Below this is a dropdown menu currently set to "No".

5. **Record User Names** allows for users to be anonymous or users' names will be logged with answers.
6. **Show analysis to students** uses a yes/no format allowing choice of showing it to students or only to teacher.
7. **Send E-Mail Notifications** can have e-mail notifications sent to administrator when a feedback is completed.
8. **Multiple submit** allows for multiple submissions. (usually set to **Yes**) If set for users to be anonymous then users can submit multiple times. If set to record name with answers then user will be resubmitting their answers.
9. **Page after submit** provides text box for a message that will appear after the student has submitted their feedback.

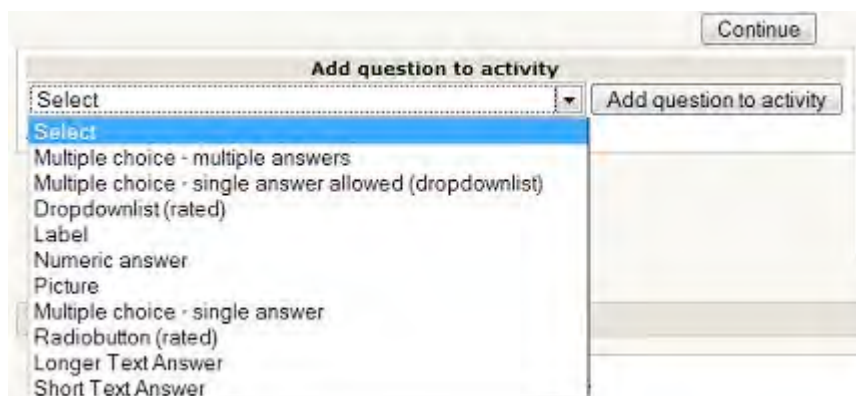
10. **Group mode** -3 levels, **No groups** – one whole group, **Separate groups** – groups can see only own group, **Visible group** - work in own group but can see other groups.

11. Can hide activity from students by selecting **Hide**, in **Visible to students**.

12. Click the **Save** at the bottom.

Adding Questions for Feedback Form

1. After clicking on **Edit Question** button, set up your questions. **Select** lets you pick the type of question you want.
 - a. Depending on the type you select gives you additional options for set up of that particular type when you click **Add question to activity**.
 - b. Within each question type, can select if question is required to be answered (which will prompt the user if left unanswered). If required, question will be highlighted with red star for user and yellow exclamation for editing.
 - c. Within each question type, can select the number order for this question and can move it up or down.



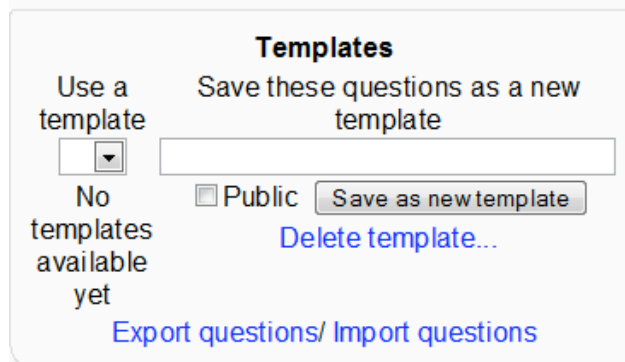
2. Types of questions include:

Multiple Choice – can select multiple answers	Numeric – allows entry of numeric answer (only in newer versions)	Radio Button – answers appear with radio buttons to select from
Multiple Choice – only 1 answer allowed from a drop down list	Picture – allows pictures to be added as choices	Longer Text Answer - allows user to enter long answer within set parameters
Dropdownlist – rated answers in drop down list	Multiple Choice – only 1 answer allowed	Short Text Answer - allows user to enter short answer within set parameters

Label – Arbitrary text that allows for explanation or dividing of questions.

3. Click on **Save Question** at the bottom of page to save and return to question option.
As questions are added they appear in the **Preview** below. Question can be edited, repositioned or deleted using standard tools on right of question.

4. A Feedback form can be saved as a **Template**, after it is named, by clicking on **Save as new template**. After saving, can select that template again to use under the **Use a template** drop down menu.



The screenshot shows the 'Templates' section of the Moodle Feedback interface. It has a title 'Templates' at the top. Below the title, there are two main options: 'Use a template' and 'Save these questions as a new template'. Under 'Use a template', there is a dropdown menu currently showing 'No templates available yet'. Under 'Save these questions as a new template', there is a text input field, a 'Public' checkbox, and a 'Save as new template' button. Below these, there is a 'Delete template...' link. At the bottom, there is a link 'Export questions/ Import questions'.

5. **Export questions** allows the saving of the questions w/answers to the disk as an .xml file named feedback and a number assigned to it.
6. **Import questions** allows the importing of questions from a previously set-up Feedback form.
- Click on **Import questions** pick if you want to **Delete old items** (includes questions and responses already recorded) or **Append new items** (adds new items to old ones).
 - Click **Choose file** button
 - Next screen, choose **upload a file** button then navigate and select an .xml type file that you have prepared or exported from another Feedback activity
 - Once uploaded, the file will be listed and a blue **Choose** link will show up to the right of the file name
 - This will put that file name into the **File** window on the original screen
 - Finally, click the button **Import from this file**
 - Import should be successful and click **Continue**
7. After previewing and are finished click on **Continue** button.

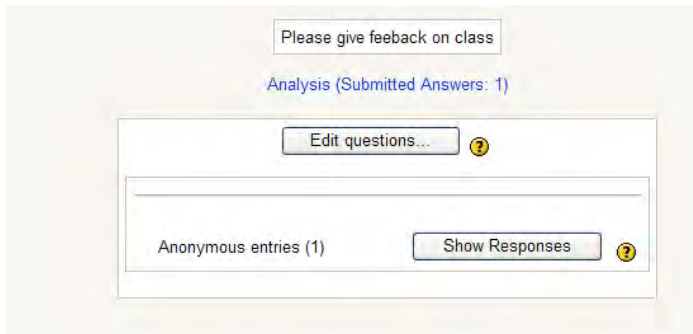
Example of Feedback



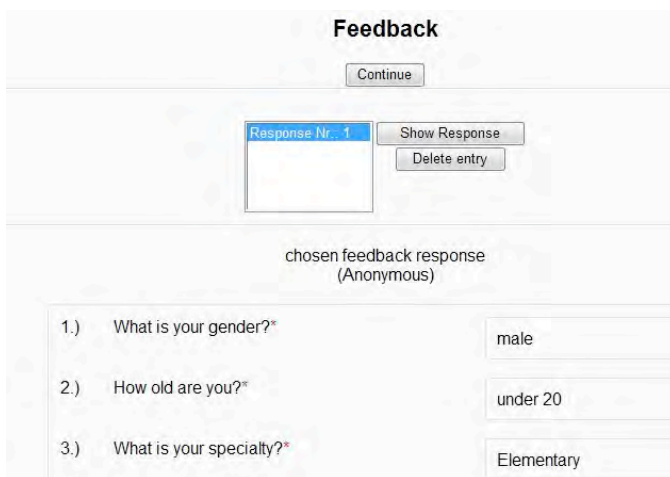
The screenshot shows a Moodle Feedback form titled 'Feedback'. The mode is set to 'Anonymous'. A red message states: '(*)Answers are required to starred questions.' There are two questions: 1.) 'What is your gender?*' with a dropdown menu, and 2.) 'How old are you?*' with radio button options: 'Not selected', 'under 20', '21-25', '26-30', '31-36', '37-40', '41-50', and 'Over 50'.

Viewing Responses

1. Once a student has submitted an answer, when teacher looks at Feedback form, it will show next to **Analysis** number of submitted answers. By clicking on the blue **Analysis** button, teacher can see results and or **Export to Excel**.



2. Feedback questions can be added, deleted or edited by clicking on the **Edit Questions** button.
3. In the **Show Responses** area, individual response information is given.



4. **Analysis** gives comparison of responses and allows exporting to *Excel*.

